

---

**Chapter 06: Bureau of Administration Records**

---

**Assistant Secretary of Administration****A060101 Assistant Secretary for Administration - General Subject File**

**Description:** These records document the activities of the Assistant Secretary for Administration in a variety of administrative functions such as, policy, plans, programs, and procedures for Classification/Declassification, Foreign Buildings, Information Systems, Communications and Information Management. Consists of airgrams, telegrams, general correspondence, congressional, memorandum of conversations, briefing materials, letters, memoranda and related documents that have substantive content. Also includes an index to the subject files.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

**DispAuthNo:** N1-59-88-8, item 1

---

**A060102 Assistant Secretary for Administration - Country File**

**Description:** Airgrams, telegrams, general correspondence, congressional, memorandum, of conversations, briefing materials, letters, memoranda and other material relating to policies and procedures in the construction of overseas buildings.

**Disposition:** Permanent. Cut off in year of project completion. Retire with block of subject files for that year.

**DispAuthNo:** N1-59-88-8, item 2

---

**Deputy Assistant Secretary for Operations****A060201 Deputy Assistant Secretary for Operations - General Subject Files**

**Description:** These records document the activities of the Deputy Assistant Secretary for Operations in directing and supervising a variety of administrative functions including supply, transportation, procurement, visual services, language services and general services. Records documenting the policies and procedures relating to the administrative functions are retained by the subordinate offices.

**Disposition:** Retire when 2 years old. Destroy when 5 years old.

**DispAuthNo:** NC1-59-81-5, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**Claims****A060301 Foreign Service Claims Board File**

**Description:** Consists of application for payment, copy of form authorizing payment, and copy of Board decision.

**Disposition:** Destroy 10 years after case is closed.

**DispAuthNo:** NN-171-120, item 3

---

**A060302 Foreign Service Claims Board - General File**

**Description:** Minutes, agenda, reports, decisions, copies of acts, and reports on Board organization, establishment and procedures.

**Disposition:** Retire to RSC for permanent retention.

**DispAuthNo:** NN-171-120, item 4

---

**A060303 Personal Property Claims File**

**Description:** Includes DS-1620, Claim for Loss or Damage to Personal Property, inventories of effects, etc., concerned with settlement of claims for loss of personal property of employees of the Department of State, the U.S. Information Agency and the Agency for International Development

**Disposition:** Destroy 5 years after case is closed.

**DispAuthNo:** NN-171-120, Item 5

---

**A060304a Personal Property Claims - General Subject File**

**Description:** a. Policy and procedural files concerning implementation of Military Personnel and Civilian Employees Claims Act of 1964, PL 88 588, approved August 31, 1964 as amended.

**Disposition:** Permanent. Retire to RSC after 5 years for retention.

**DispAuthNo:** NN-171-120, item 6a

---

**A060304b Personal Property Claims - General Subject File**

**Description:** b. All other operating and general administrative files.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-171-120, item 6b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060305 Claim Record Card**

**Description:** Card record showing claimant's name, settlement date and amount of settlement or date of disallowance.

**Disposition:** Retain permanently.

**DispAuthNo:** NN-171-120, item 7

---

---

**Chapter 06: Bureau of Administration Records**

---

**Office of the Procurement Executive****A060401 General Subject and Post Files**

**Description:** Documentation pertaining to the formulation of Department-wide procurement policies and directives; advice on procurement laws, legislation, and opinions issued by the courts and GAO; appointment of contracting officers; certification of Departmental compliance with procurement laws; approval of procurement training for Department personnel and other activities undertaken by the Office of Procurement Executive. Documents include memoranda, telegrams, letters, airgrams, reports, position papers, certificates, copies of contracts, computer printouts, standard forms and other related material.

**Disposition:** Cut off when 5 years old. Destroy when 7 years old.

**DispAuthNo:** N1-59-93-45, item 1

---

**A060402a Organization Files**

**Description:** Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

a. Subject Files.

**Disposition:** Cut off when 1 year old. Destroy when 7 years old.

**DispAuthNo:** N1-59-93-45, item 2a

---

**A060402b(1) Organization Files**

**Description:** Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

b. Case Files.

(1) Cases of interest to the Department.

**Disposition:** Destroy 3 years after case is closed.

**DispAuthNo:** N1-59-93-45, item 2b(1)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060402b(2) Organization Files**

**Description:** Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

b. Case Files.

(2) All Other Cases.

**Disposition:** Destroy 1 year after case is closed.

**DispAuthNo:** N1-59-93-45, item 2b(2)

---

**A060403 Executed Contracts**

**Description:** Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice on miscellaneous obligations, and related correspondence.

**Disposition:** Place in inactive file on final payment and transfer to RSC after 2 years. Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)

---

**A060404a Contract Appeals Case Files**

**Description:** Contract appeal case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

a. Records created prior to October 1, 1979.

**Disposition:** Destroy 6 years and 3 months after final action on decision.

**DispAuthNo:** GRS 3, item 15a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060404b Contract Appeals Case Files**

**Description:** Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

b. Records created after September 30, 1979.

**Disposition:** Destroy 1 year after final action on decision.

**DispAuthNo:** GRS 3, item 15b

---

**A060405 Grant Administrative Files**

**Description:** Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 3, item 14

---

**A060406 Chronological Files**

**Description:** Extra copies of correspondence, memoranda, and telegrams maintained as an office-wide drop file.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-93-45, item 4

---

**A060407 Federal Procurement Data System (FPDS) Reports**

**Description:** Files maintained by fiscal year quarters, containing correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers regarding all procurements exceeding \$25,000 and consisting of information required for transfer to the FPDS. Reports contain Individual Contract Action Report (SF-279); Summary Contract Action Report (SF-281); Contract Report Exceeding \$150,000; Report of Total Procurement; Contractor Officer Code Report and related materials.

**Disposition:** Cut off in FY quarters. Destroy when 5 years old.

**DispAuthNo:** GRS 3, item 3d

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060408 World-wide Procurement Database System (WWPD) Files**

**Description:** Correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers that document the inception, principal development, projects, requests for data and other information related to the WWPD created in 1991.

**Disposition:** Cut off when 1 year old. Destroy when 5 years old.

**DispAuthNo:** GRS 3, item 3d

---

**A060409 World-wide Procurement Database System (WWPD)**

**Description:** An electronic information system arranged by fiscal year, containing data on DOS procurement exceeding \$25,000 and other data required under 48 CFR 4.601 for transfer to FPDS.

**Disposition:** Delete data when 10 years old.

**DispAuthNo:** N1-59-93-45, item 3

---

**A060410 Procurement Career Management Information System (PCMI) Files**

**Description:** Correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers that document individual cases updated in the PCMI system created in 1993. Includes DS-1911, Individual Development Information Sheet which forms the basis of the PCMI database.

**Disposition:** Destroy on separation or transfer of employee.

**DispAuthNo:** GRS 1, item 6

---

---

**Chapter 06: Bureau of Administration Records**

---

**Logistics Operations****A060501 Logistics Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, and other documentation on Logistics covering automated data processing, circuits, communications, components, contracts, couriers, equipment, exchanges, information management systems, inventory control, logistical support, maintenance, management, material management, networks, operations, programs, property accountability, provisions, purchasing, quality assurance, receiving, shipment, specifications, spare parts, supplies, telecommunications, transportation, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 55

---

**A060502 Procurement Files - Arranged by requisition number**

**Description:** Request for Services, Supplies, and Equipment (DS-1869) (also called an IMR), Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), telegrams, and other documentation on procurement covering amendments, bin 3 reports, Blanket Purchase Agreements (BPA), Collect-On-Delivery (C.O.D.), electronic transfers, equipment, General Services Administration (GSA), Military Standard Requisitioning and Issue Procedures (MILSTRIP), preparations, procurement, purchase orders, repair parts, requests, requisitions, services, supplies, and other related subjects.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 56

---

**A060503a Material Management - Receiving Files**

**Description:** Documentation on receiving of quick in/out supplies covering closed Orders, the General Services Administration (GSA), inspection reports, Military Standard Requisitioning and Issue Procedures (MILSTRIP), open orders, receiving report, supplies, and other related subjects.

a. Flat Files. Arranged by order numbers.

**Disposition:** Destroy 2 years after placed in inactive file.

**DispAuthNo:** N1-59-95-4, item 57a

---



---

**Chapter 06: Bureau of Administration Records**

---

**A060503b Material Management - Receiving Files**

**Description:** Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), Order for Supplies and Services (DD-250), Material Inspection and Receiving Report (DD-1155), telegrams, and other documentation on items posts have ordered covering materials, purchase orders, receiving, services, supplies, and other related subjects.

b. Post Orders Files. Arranged by purchase order numbers.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 57b

---

**A060503c Material Management - Receiving Files**

**Description:** Telegrams, and other documentation on items posts have received covering data, inventories, packing lists, receiving and inspections reports, and other related subjects.

c. Post Orders Received Files. Arranged by post.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 57c

---

**A060504 Materials Management - Warehouse Files**

**Description:** Documentation on warehouse items covering pick tickets, packing, preparations, shipping, transactions, and other related subjects.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-95-4, item 58

---

**A060505a Material Management - Customer Service Files**

**Description:** Telegrams, and other documentation on customer service covering digital, equipment, radios, repairs, replacement, telephones, and other related subjects.

a. Post Customer Service Files. Arranged by post.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 59a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060505b Material Management - Customer Service Files**

**Description:** Correspondence, forms, and other documentation on customer service covering blanket purchase arrangements (BPA), notes, packing lists, price lists, repairs, and other related subjects.

b. Customer Service Files.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 59b

---

**A060506a Material Management - Dispatching Files**

**Description:** a. Dispatching - Invoice Files. Copies of invoices on equipment and services.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-95-4, item 60a

---

**A060506b Material Management - Dispatching Files**

**Description:** b. Dispatching - Government Bill of Lading Files. U.S. Government Bill of Lading (SF 1103).

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 60b

---

**A060506c Material Management - Dispatching Files**

**Description:** Documentation on dispatches to posts covering sheets, packing documents, pick tickets, shipments, work sheets, and other related subjects.

c. Dispatching - Post Documents Files. Arranged by post.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 60c

---

**A060506d Material Management - Dispatching Files**

**Description:** Telegrams and other documentation on shipments to posts covering delivery and shipping arrangements.

d. Dispatching - Post Telegram Files. Arranged by post.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 60d

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060507 Contract Coordination Files**

**Description:** Copies of contracts, correspondence, memorandums, telegrams, and other documentation on requests for services type contracts.

**Disposition:** Destroy 2 years after the contract is closed.

**DispAuthNo:** N1-59-95-4, item 61

---

**A060508a Operations - Management Information Systems Files**

**Description:** Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089A), Request for Services, Supplies, and Equipment (DS-1869); memorandums; telegrams; and other related documentation on Bin 3 Reports, communications equipment, control numbers, data, equipment, move ticket, pick ticket, processing, purchase orders, receiving report, requests, spare parts, status of shipment, stock availability, supplies, vouchers, and other related subjects.

a. Pending Status and Completed Files. Arranged by control number.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 62a

---

**A060508b Management Information Systems Files**

**Description:** Copies of Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089A).

b. Purchase Order Files. Arranged by purchase order number.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 62b

---

**A060509a Operations - Worldwide Property Accountability Files**

**Description:** Correspondence, memorandum, telegrams, and other related documentation on domestic and posts inventories covering equipment and supplies.

a. Inventory Files. Arranged by post or domestic office.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 63a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060509b Operations - Worldwide Property Accountability Files**

**Description:** Telegrams on post property covering accountability, equipment, movement of equipment, pick tickets, property, Test and Installation Sheet, and other related subjects.

b. Movement Inventory Files. Arranged by post.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 63b

---

**A060510a Operations - Inventory Management Files**

**Description:** Annual Inventory Report of Equipment, Request for Services, Supplies, and Equipment (DS-1869), telegrams, and other documentation on equipment, excess property inventories, part numbers, research, and other related subjects.

a. Stock Log Purge.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 64a

---

**A060510b Operations - Inventory Management Files**

**Description:** Annual Inventory Report of Equipment, Request for Services, Supplies, and Equipment (DS-1869), telegrams, and other documentation on equipment, excess property inventories, part numbers, research, and other related subjects.

b. All other items.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 64b

---

---

**Chapter 06: Bureau of Administration Records**

---

**Facilities Management and Support Services****A060601 General Services Policy and Procedures File**

**Description:** Consists of memoranda, studies and reports on significant plans, decisions and problems concerning the buildings management program.

**Disposition:** Permanent. Retire to RSC after 5 years.

**DispAuthNo:** RRP, item 7a

---

**A060602 President's Guest House Files**

**Description:** Consists of plans, blueprints and related records.

**Disposition:** Permanent. Retire to RSC after 5 years.

**DispAuthNo:** RRP, item 7b

---

**A060603 General Services Administrative Correspondence Files**

**Description:** Consists of correspondence and related records pertaining to the administration of the General Services function not otherwise provided for in this schedule.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 11, item 1

---

**A060604 Space Management Files**

**Description:** Consists of correspondence, reports, forms and floor plans relating to the allocation, utilization and release of space; and related reports to GSA for domestic field offices and all Washington, D.C. area space (Main State and all Annexes).

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 11, item 1

---

**A060605 Building Plan Files**

**Description:** Includes floor plans, layouts, tracings, etc.

**Disposition:** Destroy 2 years after termination of space assignment or when lease is canceled, or when plans are superseded or obsolete.

**DispAuthNo:** NN-171-66, item 5

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060610 Building Services General Correspondence File - Building Services**

**Description:** Consists of correspondence, forms and reports on moving, parking, telephone and other building services.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 11, item 1

---

**A060611 GSA Job Order File - Building Services**

**Description:** Includes Request for Services (OF-263 replaces DS-1659), form letter Request to GSA for Cost Estimates, Job Order to GSA (GSA Form 1354) and related correspondence.

**Disposition:** Destroy 3 months after work performed or job is canceled.

**DispAuthNo:** NN-171-66, item 7

---

**A060612 Telephone Order File - Building Services**

**Description:** Includes Request for Telephone Service (OF-263), Order to FMSS for Telephone Service (SF-145) and related correspondence.

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** NN-171-66, item 8

---

**A060613 Diplomatic Functions Area Control Files - Building Services**

**Description:** Consists of correspondence, forms and schedules pertaining to the use and control of the Diplomatic Functions Area.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-171-66, item 9

---

**A060614 Auditorium and Conference Room Reservation File - Building Services**

**Description:** Correspondence, forms and schedules pertaining to the use and control of auditoriums and conference rooms.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-171-66, item 10

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060615 Statistical Reports - Tours - Building Services**

**Description:** Daily, monthly, and annual reports concerning conducted tours of the Department building.

**Disposition:** Destroy annual reports after 3 years; destroy all other reports after 1 year.

**DispAuthNo:** NN-171-66, item 11

---

**A060620 Motor Transportation General Correspondence Files - Motor Transportation**

**Description:** Correspondence and related data pertaining to the maintenance and operation of motor vehicles, not otherwise provided for in this schedule.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-171-66, item 2

---

**A060621 Motor Vehicle Maintenance and Repair File - Motor Transportation**

**Description:** Consists of automotive maintenance and repair bills arranged by vendor and by vehicle number.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-171-66, item 13

---

**A060622 Imprest Fund Records - Motor Transportation**

**Description:** Includes vouchers and supporting documents.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-171-66, item 14

---

**A060623a Motor Vehicle Operating Reports and Statistics - Motor Transportation**

**Description:** a. Daily Vehicle Report.

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** NN-171-66, item 15a

---

**A060623b Motor Vehicle Operating Reports and Statistics - Motor Transportation**

**Description:** b. Daily and Monthly Operating Statistics.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-171-66, item 15b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060624 Gasoline and Car Wash Tickets and Related Paid Invoices - Motor Transportation****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** NN-171-66, item 16

---

**A060625 Motor Vehicle Accident File - Motor Transportation****Description:** Includes statements of drivers, witnesses and investigating officers pertaining to motor vehicle accidents and all related reports.**Disposition:** Destroy 3 years after accident or after claim is settled.**DispAuthNo:** NN-171-66, item 17

---

**A060630 Completed Order File - Warehousing****Description:** Consists of copy of purchase order or requisition, Bills of Lading, Delivery Receipts and DS-41, Delivery Slip.**Disposition:** Destroy when 1 year old.**DispAuthNo:** NN-171-66, item 18

---

**A060631 Receiving and Inspection Report - Warehousing****Description:****Disposition:** Destroy when 6 months old.**DispAuthNo:** NN-171-66, item 19

---

**A060632a Audio Visual Project Files - Technical Services****Description:** Background and completed work on all projects including request for service, freehand illustrations, charts, mechanical drawings, models, maps, photographic negatives and prints, cost record and summary project card.

a. Projects of a substantive or historical nature involving considerable or extensive research and art work, and projects of a continuing nature.

**Disposition:** Retain.**DispAuthNo:** II-NN-3561, item 1a

---



---

**Chapter 06: Bureau of Administration Records**

---

**A060632b Audio Visual Project Files - Technical Services**

**Description:** Background and completed work on all projects including request for service, freehand illustrations, charts, mechanical drawings, models, maps, photographic negatives and prints, cost record and summary project card.

b. Projects of a substantive or historical nature that are of no further administrative value following their completion.

**Disposition:** Destroy 1 year after project completed.

**DispAuthNo:** 11-NN-3561, item 1b

---

**A060633 Project Card Record - Technical Services**

**Description:** Master Card Index to all projects.

**Disposition:** Retain.

**DispAuthNo:** II-NN-3561, item 2

---

**A060634 Project Working Files - Technical Services**

**Description:** Working files relating to processing of projects including project distribution sheets.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** II-NN-3561, item 3

---

**A060635a1 Foreign Affairs Photograph Collection - Technical Services**

**Description:** a. Negatives

1. Black and White Negatives

Negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel, and foreign officials. Arrange chronologically or numerically by date photograph is made and job number.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 1a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060635a2 Foreign Affairs Photograph Collection - Technical Services**

**Description:** a. Negatives

2. Color Negatives

Negative relating to the foreign affairs of the U.S., high level or significant State Department personnel, and foreign officials. Arrange chronologically or numerically by date photograph is made and job number.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 1b

---

**A060635a3 Foreign Affairs Photograph Collection - Technical Services**

**Description:** a. Negatives

3. Negatives of routine award ceremonies, social events, activities, not related to the mission of the Department, personnel identification or passport images, and any other routine administrative or personnel related images not related to the Department's mission.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-18, item 1c

---

**A060635b1 Foreign Affairs Photograph Collection - Technical Services**

**Description:** b. Photographic Prints - Personality File.

1. Photographs of State Department officials, including swearing-in ceremonies, other government officials (e.g. presidential, cabinet, or other agency head level visitors), and foreign diplomats and dignitaries. Arrange in alphabetical order by name of individual

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 2a

---

**A060635b2 Foreign Affairs Photograph Collection - Technical Services**

**Description:** b. Photographic Prints - Personality File.

2. 35 mm contact or proof sheets related to the item b(1).

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 2b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060635b3 Foreign Affairs Photograph Collection - Technical Services**

**Description:** b. Photographic Prints - Personality File.

3. Routine photographs of State Department personnel, passport photographs or personnel related images not related to the Department's mission.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-18, item 2c

---

**A060635c1 Foreign Affairs Photograph Collection - Technical Services**

**Description:** c. Photographic Prints - Subject File.

1. Photographs of mission related activities of State Department officials and staff, and foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arrange alphabetically by primary subject headings and thereunder geographically by location.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 3a

---

**A060635c2 Foreign Affairs Photograph Collection - Technical Services**

**Description:** c. Photographic Prints - Subject File.

2. 35 mm contact or proof sheets related to the item c(1).

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 3b

---

**A060635c3 Foreign Affairs Photograph Collection - Technical Services**

**Description:** c. Photographic Prints - Subject File.

3. Photographs prints of routine award ceremonies, social events or activities unrelated to the mission of the Department.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-18, item 3c

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060635d1(a) Foreign Affairs Photograph Collection - Technical Services**

**Description:** d. Slides

1. Black and White

(a) Subject file. Foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arrange alphabetically by primary subject headings and thereunder geographically by location.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 4a(1)

---

**A060635d1(b)  
) Foreign Affairs Photograph Collection - Technical Services**

**Description:** d. Slides

1. Black and White

(b) Personality File. State Department officials and foreign diplomats and officials. Arranged in alphabetical order by name of individual.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 4a(2)

---

**A060635d2(a) Foreign Affairs Photograph Collection - Technical Services**

**Description:** d. Slides

2. Color

(a) Subject file. Foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arrange alphabetically by primary subject headings and thereunder geographically by location.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 4b(1)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060635d2(b) Foreign Affairs Photograph Collection - Technical Services**  
)

**Description:** d. Slides

2. Color

(b) Personality File. State Department officials and foreign diplomats and officials. Arranged in alphabetical order by name of individual.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 4b(2)

---

**A060635d3 Foreign Affairs Photograph Collection - Technical Services**

**Description:** d. Slides

3. Black and White, and Color slides of routine award ceremonies, social events, activities not related to the mission of the agency, personnel identification or passport images, and any other routine administration or personnel related images not related to the Department's mission.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-18, item 4c

---

**A060635e1 Foreign Affairs Photograph Collection - Technical Services**

**Description:** e. Posters

1. Posters related to the mission of the Department.

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 5a

---

**A060635e2 Foreign Affairs Photograph Collection - Technical Services**

**Description:** e. Posters

2. Routine posters unrelated to the mission of the Department.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-18, item 5b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060635f1 Foreign Affairs Photograph Collection - Technical Services**

**Description:** f. Indexes

1. Personality Index

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 6a

---

**A060635f2 Foreign Affairs Photograph Collection - Technical Services**

**Description:** f. Indexes

2. Subject Index

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

**DispAuthNo:** N1-59-92-18, item 6b

---

**A060635f3 Foreign Affairs Photograph Collection - Technical Services**

**Description:** f. Indexes

3. Numerical Index (Shelf-list)

**Disposition:** Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA

**DispAuthNo:** N1-59-92-18, item 6c

---

---

**Chapter 06: Bureau of Administration Records**

---

**Language Services****A060701 Case Files on Contract Interpreters and Translators**

**Description:** Copies of language services contracts, test papers, letters of inquiry and reply, and papers regarding the experience, work record, suitability, and clearance of each person under contract to perform interpreting and translating service.

**Disposition:** Destroy 5 years after expiration of contract.

**DispAuthNo:** NN-166-68, item 1

---

**A060702 Requests for Translation Service**

**Description:** Form DS-434 or similar forms used for this purpose.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-2044, item 1

---

**A060703 Transcripts of Meetings Held in the Department**

**Description:**

**Disposition:** Permanent. Retire Master set to RSC after 2 years; destroy all other copies when no longer needed for distribution.

**DispAuthNo:** 352-S-173, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**Diplomatic Mail and Pouch****A060801a(1) Diplomatic Mail and Pouch Operations Files**

**Description:** Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject Files.

(1) Interagency Agreements.

**Disposition:** Cut off at end of each calendar year. Destroy 2 years after agreement has been terminated.

**DispAuthNo:** N1-59-95-4, item 69a(1)

---

**A060801a(2) Mail and Pouch Operations Files**

**Description:** Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject Files.

(2) All other material.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 69a(2)

---

**A060801b Diplomatic Mail and Pouch Operations Files**

**Description:** Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

b. Post Files.

**Disposition:** Destroy when 3 years old or when no longer needed whichever is longer.

**DispAuthNo:** N1-59-95-4, item 69b

---



---

**Chapter 06: Bureau of Administration Records**

---

**A060802 Classified and Unclassified Diplomatic Mail and Pouch Files**

**Description:** Correspondence, telegrams, reports, printouts, and other documentation on mail and pouches covering computer room operations, contract services, flight schedules, gas receipts, missing pouches, policies, pouches, prohibited items, receipts, schedules, statistics, tracing actions, transfers, and other related subjects.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 70

---

**A060803 DS-23A, Courier Pouch Invoice**

**Description:**

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 71a

---

**A060804a OF-120, Diplomatic Pouch Mail Registration**

**Description:** a. Electronic-Receipt System data.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 72a

---

**A060804b OF-120, Diplomatic Pouch Mail Registration**

**Description:** b. Paper.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 72b

---

**A060805a OF-244, Pouch Invoice**

**Description:** a. Electronic-Receipt System data.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 73a

---

**A060805b OF-244, Pouch Invoice**

**Description:** b. Paper.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 73b(1)

---

---

---

**U.S. Department of State Records Disposition Schedule***October 1, 1998***Chapter 06: Bureau of Administration Records**

---

**A060806a OF-253, Diplomatic Pouch Certification and Receipt****Description:** a. Electronic-Receipt System data.**Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 74a

---

**A060806b OF-253, Diplomatic Pouch Certification and Receipt****Description:** b. Paper.**Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 74b(1)

---

**A060807 DS-454, Receipt for Registered Mail****Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** N1-59-95-4, item 75a

---

**A060808 DS-712, Registered Mail Invoice****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-2409, item 5

---

**A060809 DS-794, Receipt Manifest****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** GRS 12, item 6a

---

**A060810 DS-1035, Air Cargo Transportation Request****Description:****Disposition:** Destroy 6 years after period of account.**DispAuthNo:** GRS 9, item 1a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A060811 PS-3854, Manifold Registry Dispatch Book****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 77

---

**A060812 PS-3877, Firm Mailing Book****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 78

---

**A060813 U.S. Customs Service Letter and Receipt****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 79

---

---

**Chapter 06: Bureau of Administration Records**

---

**Overseas Schools Program**

**A060901** Reserved for future use

**Description:**

**Disposition:**

**DispAuthNo:**

---

**A060902 Overseas Schools Advisory Council Records**

**Description:** Consists of correspondence, reports and related records pertaining to the organization, operation and personnel of the council and records of its meetings.

**Disposition:** Permanent. Retire to RSC after 5 years.

**DispAuthNo:** NN-171-130, item 1

---

**A060903a Overseas Schools Country Files**

**Description:** a. General files consisting of correspondence, post reports, publications about schools and general background reference material relating to each geographic area.

**Disposition:** Destroy correspondence when 5 years old; destroy reference material when it is of no further reference value.

**DispAuthNo:** NN-171-130, item 2a

---

**A060903b Overseas Schools Country Files**

**Description:** b. Grant Files, consisting of a copy of the Grant Agreement, Financial Reports (JF-43), copies of vouchers for payment and related correspondence.

**Disposition:** Destroy 5 years after termination of the grant.

**DispAuthNo:** NN-171-130, item 2b

---

**A060904 Overseas Schools Questionnaire (FS-573, 573a and 574) Files**

**Description:** Consists of questionnaires and related correspondence, memorandums, statistical data, program statements, etc.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-130, item 3

---

---

**Chapter 06: Bureau of Administration Records**

---

**Supply and Transportation****A061101 General Subject Files - General**

**Description:** Master file of reports, surveys, agreements, GSA and other Federal regulations and procedures, and other such data showing inception and scope of the supply management program.

**Disposition:** Retire to RSC after 5 years.

**DispAuthNo:** II-NN-3250, item 6

---

**A061102 Supply Management Project File - General**

**Description:** Consists of copies of reports, studies and analyses on supply management projects with supporting papers documenting project inception, scope, procedure and accomplishment.

**Disposition:** Permanent. Retire to RSC after 5 years.

**DispAuthNo:** II-NN-3250, item 65

---

**A061103 Bill of Lading File - General**

**Description:** U.S. Government Bills of Lading, Certificates in lieu of Lost U.S. Government Bills of Lading, airway and railroad freight bills, with related correspondence including claims pertaining to the packing and trucking of domestic and overseas supplies and equipment and the overseas shipping of official goods by common carrier.

**Disposition:** Destroy records relating to claims 2 years after settlement of claim; destroy all other records when 3 years old.

**DispAuthNo:** II-NN-3250, item 13

---

**A061104 Bill of Lading Register - General**

**Description:** Control register showing GBL number, date of issue, requisition number, and division, shipping points, method of shipment, and name of procurement agent.

**Disposition:** Destroy 6 years after the period of the account.

**DispAuthNo:** GRS 9, item 1a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061105 Records on Loss or Damage of Property Shipped Overseas - General**

**Description:** Copies of post reports such as Report of Damaged or Missing Articles in Shipment of Supplies and Equipment (FS-434), and related correspondence pertaining to Departmental action taken to settle claims for reimbursement or replacement by vendor, packer or shipper.

**Disposition:** Retire inactive files 1 year after settlement; destroy 3 years after settlement of claim.

**DispAuthNo:** II-NN-3250, item 68

---

**A061110 Executed Contracts - Procurement**

**Description:** Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice of miscellaneous obligations and related correspondence.

**Disposition:** Place in inactive file on final payment. Transfer to WNRC after 2 years. Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a1

---

**A061111 Unsuccessful and No Award Files - Procurement**

**Description:** Folders on contracts canceled before being awarded or a bid accepted, along with related correspondence.

**Disposition:** Destroy 3 fiscal years after cancellation.

**DispAuthNo:** II-NN-3250, item 32

---

**A061112 Departmental Purchase Orders - Procurement**

**Description:** Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (DS-1089), specifications, bid abstracts, vouchers for petty purchases, receipts, copies of requisitions initiated by the Department to GSA, and requests to the Federal Prison Industries for clearance to purchase from other sources.

**Disposition:** Destroy 3 years after fiscal year in which prepared.

**DispAuthNo:** II-NN-3250, item 26

---

**A061113 Foreign Service Purchase Order File - Procurement**

**Description:** Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (OF-206 replaces FS-455), specifications, bid abstracts, advice of miscellaneous obligations, registers of inter office transfers, packing lists, shipping instructions, receipts, invoices, and copies of requisitions and purchase orders to GSA.

**Disposition:** Destroy 3 years after fiscal year in which prepared.

**DispAuthNo:** II-NN-3250, item 27

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061114 Narcotic Certificates - Procurement**

**Description:** Requests to Internal Revenue Service for Certification of Exempt Officials- Narcotics; and U.S. official order form - opium, coca leaves, opiates, etc., for the official purchase of drugs for use in the medical and health programs of the Department and the Foreign Service.

**Disposition:** Destroy 3 years after date of issue.

**DispAuthNo:** II-NN-3250, item 28

---

**A061115 Vendors File - Procurement**

**Description:** Includes copy of purchase orders.

**Disposition:** Destroy after 3 fiscal years.

**DispAuthNo:** II-NN-3250, item 30

---

**A061116 Requisition Control Card - Procurement**

**Description:** Control records for (a) Foreign Service requisitions of equipment, supplies, furniture and furnishings; and (b) Departmental requisitions for supplies, equipment and services.

**Disposition:** Destroy 2 years after completion or cancellation of requisition.

**DispAuthNo:** GRS 3, item 9b

---

**A061117 Off Schedule Log - Procurement**

**Description:** Record of routine and emergency off schedule requisitions for supplies and equipment submitted by posts after the regular submission date.

**Disposition:** Destroy when no longer needed for operating purposes.

**DispAuthNo:** II-NN-3250, item 25

---

**A061118 Procurement Correspondence File - Procurement**

**Description:** Correspondence and reports relating to internal operation and administration of the procurement program.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NN-3250, item 33

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061120 Administrative Subject Files - Automotive Fleet Control**

**Description:** Letters, memoranda, airgrams, reports, copies of forms, printed materials, circulars, worksheets and other papers on audits, delegations of authority, records disposal, requisitions, office procedures and other administrative matters.

**Disposition:** Destroy when 4 years old, or when superseded, obsolete or no longer needed for current operations.

**DispAuthNo:** NN-164-51, item 1

---

**A061121 Country File - Automotive Fleet Control**

**Description:** General correspondence with posts regarding instructions on vehicles and their values, automotive operations and maintenance costs, the assignment of vehicles to use, the transmittal of inventories, the replacement cycle, and other subjects pertaining to the automobiles at each post.

**Disposition:** Destroy when no longer needed in current operations.

**DispAuthNo:** NN-164-51, item 2

---

**A061122 Historical or Precedent File - Automotive Fleet Control**

**Description:** Circulars, instructions, newspaper clippings, laws and regulations, reports, sample forms, post communications and memoranda, and other papers that document the inception, policies, scope, principal development, plans, and projects of the automotive program for the Foreign Service.

**Disposition:** Permanent.

**DispAuthNo:** NN-164-51, item 3

---

**A061123 Vehicle Case File - Automotive Fleet Control**

**Description:** Consists of airgrams, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Despatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles.

**Disposition:** Destroy 7 years after sale or disposal of vehicle.

**DispAuthNo:** NN-164-51, item 5

---

**A061124 Vehicle Inventory Report - Automotive Fleet Control**

**Description:**

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-164-51, item 7

---



---

**Chapter 06: Bureau of Administration Records**

---

**A061125 General Services Administration Invitations to Bid - Automotive Fleet Control**

**Description:** Copies of GSA Federal Supply Service invitations to bid on vehicles and related correspondence.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-164-51, item 8

---

**A061126 Automotive Program Budget Records - Automotive Fleet Control**

**Description:** Copies of budget calls, estimates, exhibits, working papers and circulars.

**Disposition:** Destroy working papers when 1 year old; destroy all other records 3 years after close of fiscal year covered by the budget.

**DispAuthNo:** NN-164-51, item 9

---

**A061127 Administrative Support Records - Automotive Fleet Control**

**Description:** Includes copies of communications from posts regarding administrative support agreement estimates, copies of vehicle inventories, and schedules pertaining to vehicles furnished to or shared with other Government agencies abroad.

**Disposition:** Destroy 3 years after close of fiscal year covered by the related budget.

**DispAuthNo:** NN-164-51, item 10

---

**A061128 Inspection Reports - Automotive Fleet Control**

**Description:** Excerpts from Foreign Service Inspection Reports, statements to facilitate inspection, and compliance reports.

**Disposition:** Destroy when superseded by a later report.

**DispAuthNo:** NN-164-51, item 12

---

**A061129 Standardization Plan Operating Records - Automotive Fleet Control**

**Description:** Copies of reports on findings and determinations, instructions to Foreign Service posts, and related communications and reports pertaining to the operation of the plan for standardizing certain types of vehicles for post use.

**Disposition:** Destroy upon revision of standardization plan or when no longer needed in current operations.

**DispAuthNo:** NN-164-51, item 15

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061130 Obligation Control Records - Automotive Fleet Control**

**Description:** Vehicle purchase orders and related advice of obligation.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-164-51, item 16

---

**A061131 Proceeds of Sale Records (Trucks) - Automotive Fleet Control**

**Description:** Memoranda from Fiscal Services Division attaching copies of sales agreements, notice of funds deposited in the Deposit Fund Account, with related memoranda, and requesting advice on the proper disposition of the funds received.

**Disposition:** Destroy 4 years after vehicle leaves agency custody.

**DispAuthNo:** GRS 10, item 6

---

**A061132 Proceeds of Sale Records (Passenger Vehicles) - Automotive Fleet Control**

**Description:** Memoranda, reports, forms and other papers such as change notices, presenting identifying data on vehicles sold abroad and the proceeds of sale.

**Disposition:** Destroy 4 years after vehicle leaves agency custody.

**DispAuthNo:** GRS 10, item 6

---

**A061133 Records of Special Use of Overseas Vehicles - Automotive Fleet Control**

**Description:**

**Disposition:** Destroy 2 years after cancellation or voiding of authorization, or closing of post.

**DispAuthNo:** II-NN-3250, item 67

---

**A061140 Expendable Stock Control Record Card (OF-131, formerly JF-26) - Expendable Stock Control**

**Description:**

**Disposition:** Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.

**DispAuthNo:** N1-59-96-16, item 2

---

**A061141 Requisition File - Expendable Stock Control**

**Description:** Expendable Stock. Requisitions for supplies, equipment or services.

**Disposition:** Destroy 1 year after issue of item.

**DispAuthNo:** N1-59-96-16, item 3

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061142 Stock Replenishment File - Expendable Stock Control**

**Description:** Consists of requisitioning documents and purchase orders for certain contract items.

**Disposition:** Destroy 1 fiscal year after receipt of items.

**DispAuthNo:** II-NN-3250, item 36

---

**A061143 Supply Contracts - Expendable Stock Control**

**Description:** Work copies of supply contracts and GSA Contract Schedules.

**Disposition:** Destroy upon termination of contract.

**DispAuthNo:** II-NN-3250, item 37

---

**A061144 Printing Samples and Requisitions on the Public Printer - Expendable Stock Control**

**Description:** Includes samples of all forms stocked and issued, with copies of requisitions to the Public Printer, printing specifications, printing negatives, procurement orders, invoices, transfer of funds vouchers, and circulars or other information pertinent to their required use.

**Disposition:** Destroy 3 years after completion or cancellation of requisition.

**DispAuthNo:** GRS 3, item 6a

---

**A061145 Supply Stock Files - Expendable Stock Control**

**Description:** Reports and correspondence relating to overseas reproduction of forms; Department of State Procurement Regulations and Procedures, Department of State Supply Catalog changes and general supply stock control matters.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NN-3250, item 46

---

**A061146 Register of Watchclock Repairs - Expendable Stock Control**

**Description:** Register of watchclocks returned from posts for repair, maintained to show date of receipt, post, make of clock, serial number and make of the replacement clock and date forwarded to post.

**Disposition:** Destroy after 3 fiscal years.

**DispAuthNo:** II-NN-3250, item 47

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061147 Watchclock Repair Correspondence - Expendable Stock Control**

**Description:** Correspondence to and from the clock company to which damaged watchclocks are sent for repair, including copies of purchase orders issued to cover cost of repair.

**Disposition:** Destroy after 3 fiscal years.

**DispAuthNo:** II-NN-3250, item 48

---

**A061148 Purchase Orders for Property Control - Non-Expendable Property Control**

**Description:** Consists of work copies of purchase orders, receiving and inspection reports for partial deliveries, and tally-in sheets for warehouse receipts of new or replacement stock and non-stock items.

**Disposition:** Destroy after 3 fiscal years.

**DispAuthNo:** II-NN-3250, item 49

---

**A061149 Departmental Inventory Control Records - Non-Expendable Property Control**

**Description:** Perpetual inventory quality control records of both mechanical devices and office furniture.

**Disposition:** Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to a new card.

**DispAuthNo:** II-NN-3250, item 50

---

**A061150 Departmental Non-Expendable Property Record - Non-Expendable Property Control**

**Description:** Consists of an inventory record card for each safe and office machine, such as DS-1299 and related record of loss or damage where appropriate.

**Disposition:** Destroy 2 years after discontinuance of item.

**DispAuthNo:** GRS 3, item 9b

---

**A061151 Non-Expendable Property Inventory Files - Non-Expendable Property Control**

**Description:** Inventory Reconciliation File. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Inventory Reconciliation Report (OF-127, OF-132).

**Disposition:** Destroy 3 complete fiscal years after completion of inventory.

**DispAuthNo:** N1-59-96-16, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061152 Requisitions for Stock Equipment - Non-Expendable Property Control****Description:****Disposition:** Destroy 2 years after completion of order.**DispAuthNo:** II-NN-3250, item 55

---

**A061153 Report of Excess Equipment Returned to Stock - Non-Expendable Property Control****Description:** Requisitions requesting pick-up and return to stock of excess equipment and related control records.**Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NN-3250, item 56

---

**A061154 Repairs File - Non-Expendable Property Control****Description:** Daily telephone lists and requisitions for repair services and service receipts.**Disposition:** Destroy 2 months after completion of repair.**DispAuthNo:** II-NN-3250, item 59

---

**A061155 Replacement Program File - Non-Expendable Property Control****Description:** Work papers and plans concerning the non-expendable property replacement program.**Disposition:** Destroy when 3 years old.**DispAuthNo:** II-NN-3250, item 60

---

**A061156 Reports of Excess Personal Property - Non-Expendable Property Control****Description:** Reports to GSA on utilization and disposal of excess and surplus personal property.**Disposition:** Destroy when 3 years old.**DispAuthNo:** II-NN-3250, item 61

---

**A061157 Surplus Property Case File - Non-Expendable Property Control****Description:** Case files on sales of surplus property consisting of invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.**Disposition:** Destroy 3 years after final settlement.**DispAuthNo:** II-NN-3250, item 62

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061158 Property Survey Records - Non-Expendable Property Control**

**Description:** Supply Branch Copy. Consists of copies of DS-310, Property Survey Report (Domestic) and related documents. Report provides accountability for all office equipment and furniture.

**Disposition:** Destroy 3 complete fiscal years after disposal of equipment.

**DispAuthNo:** N1-59-96-16, item 4

---

**A061159 Receiving File - Non-Expendable Property Control**

**Description:** Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

**Disposition:** Destroy 3 complete fiscal years after the final delivery has been made.

**DispAuthNo:** N1-59-96-16, item 5

---

**A061165 Post Shipping File - Packing and Shipping**

**Description:** Case files consisting of working copies of purchase orders, requisitions for supplies, equipment or medicines, packing orders, packing lists, notifications of shipment, duplicate invoices, manifests, dock receipts and related correspondence.

**Disposition:** Destroy after 3 fiscal years.

**DispAuthNo:** II-NN-3250, item 69

---

**A061166 Commercial Packing File - Packing and Shipping**

**Description:** Control file used to coordinate and expedite shipments of articles packed by commercial packers.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** II-NN-3250, item 72

---

**A061167 Shipment Reports - Packing and Shipping**

**Description:** Daily log of shipments indicating production, monetary value, date of shipment, type of shipment, and time of pick up.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** II-NN-3250, item 73

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061170 Mechanical Equipment Records - Warehouse**

**Description:** Operating records and charts for scheduling mechanized warehouse equipment for servicing, inspection, overhaul or repair, including performance, usage and cost records.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** II-NN-3250, item 74

---

**A061171 Truck Delivery Schedules - Warehouse**

**Description:**

**Disposition:** Destroy when 1 month old.

**DispAuthNo:** II-NN-3250, item 75

---

**A061172 Warehouse Inventory Records - Warehouse**

**Description:** Inventory records of furniture and equipment returned to stock.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** II-NN-3250, item 76

---

**A061173 Production Reports - Warehouse**

**Description:** Copies of monthly production reports showing such information as number of line items issued from stock, etc.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** II-NN-3250, item 77

---

**A061174 Warehouse Management Records - Warehouse**

**Description:** Records such as warehouse layout plans for location of components, bin and bulk storage layouts; manpower utilization statistics and reports; and general administrative files.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** II-NN-3250, item 78

---

**A061180 Travel Orders and Authorizations - Transportation**

**Description:** Includes requests, authorizations, orders, obligating documents, and other records related to official travel.

**Disposition:** Destroy when 6 years old.

**DispAuthNo:** GRS 9, item 3a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061181 Authorization Number Books - Transportation****Description:****Disposition:** Destroy when 6 years old.**DispAuthNo:** GRS 9, item 3a

---

**A061182 Personal and Household Effects Records - Transportation****Description:** Consists of forms, correspondence, and other records pertaining to the transportation of personal and household effects.**Disposition:** Destroy 2 years from date of transportation authorization.**DispAuthNo:** 352-S-173, item 45

---

**A061183 Through Bill of Lading Files - Transportation****Description:** Residence to residence bills of lading, memorandums to posts requesting shipping costs, letters to carriers requesting rate quotations for different posts, inbound and outbound cost comparisons, and letters to carriers and other correspondence expressing eligibility or noneligibility for Through Bill of Lading.**Disposition:** Destroy when 5 years old.**DispAuthNo:** NCI-59-77-23, item 1

---

**A061184 Subject Files on Contracts - Transportation****Description:** Correspondence, memorandums, and other papers on liquidation, permanent storage, export packing, and other aspects of the shipment and storage of personal and household effects.**Disposition:** Destroy when 5 years old.**DispAuthNo:** NC1-59-77-23, item 2

---

**A061185 Reserved for future use****Description:****Disposition:****DispAuthNo:**

---



---

**Chapter 06: Bureau of Administration Records**

---

**A061186a Transportation Subject Files - Transportation**

**Description:** a. Historical or precedent files. Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service.

**Disposition:** Permanent. Retire to RSC when 5 years old or when no longer needed for reference use, whichever occurs first. Offer to the National Archives when 30 years old.

**DispAuthNo:** NC1-59-77-23, item 3a

---

**A061186b Transportation Subject Files - Transportation**

**Description:** b. All other subject files.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-77-23, item 3b

---

**A061186c Transportation Subject Files - Transportation**

**Description:** c. Chron files.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC1-59-77-23, item 3c

---

**A061187 Transportation Staff Studies - Transportation**

**Description:** Consists of studies on ocean freight rates, per diem, charter aircraft.

**Disposition:** Destroy when obsolete or 2 years old, whichever is sooner.

**DispAuthNo:** NC1- 59-77-23, item 4

---

**A061188 Import and Export Records - U.S. Despatch Agencies**

**Description:** Records maintained on imports and exports handled by the United States Despatch Agency. They include customs actions, copies of vouchers and Government bills of lading with related documents and correspondence on shipments on which all payments have been satisfied. The record copies of the vouchers and bills of lading are submitted to the Office of Finance where they are retained for the necessary period to meet GAO site audit requirements.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-3009, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061189 Manifests - U.S. Despatch Agencies**

**Description:** Manifests of incoming and outgoing shipments, showing consignee, destination, number of shipment, date received and forwarded, name of steamer, weight, contents, charges, and other pertinent information.

**Disposition:** Destroy 10 years after date of last entry on log.

**DispAuthNo:** II-NNA-3009, item 2

---

**A061195 Financial Statements - Commissary and Recreation**

**Description:** Consists of balance sheets, profit/loss statements copies of audit reports, as required, collected from non government operated post employee services and facilities abroad. These reports are collected semi annually and are used to monitor financial activities of employee associations in compliance with 6 FAM. Also includes related correspondence exchanged between Department and posts.

**Disposition:** Maintain in semi-annual blocks. Retire to RSC when 2 years old. Destroy when 4 years old.

**DispAuthNo:** N1-59-87-12, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**Allowances****A061201 Allowance and Differential Policy File**

**Description:** Consists of correspondence, reports and staff studies of the organization, administration, policies, and procedures of the Allowances and Differential Program.

**Disposition:** Permanent. Retire to RSC after 10 years.

**DispAuthNo:** II-NN-3244, item 1

---

**A061202a Reference and Administration Files**

**Description:** a. Correspondence with private organizations and individuals. Consists of correspondence, reports, working papers, reference publications, etc.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-171-129, item 1a

---

**A061202b Reference and Administration Files**

**Description:** b. Subject Files.

**Disposition:** Destroy when 15 years old.

**DispAuthNo:** NN-171-129, item 1b

---

**A061203a Quarters and Cost of Living Post Files**

**Description:** a. Correspondence concerning rent and price controls, transmitting and explaining Retail Price Schedules, requests for quarters allowance, cost of living statistics developed by foreign governments, and communications on economic conditions.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NN-171-129, item 2a

---

**A061203b Quarters and Cost of Living Post Files**

**Description:** b. Allowance recommendations and supporting documents including DSP-23, Retail Price Schedule.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NN-171-129, item 2b

---

**A061203c Quarters and Cost of Living Post Files**

**Description:** c. Reports of Inspectors.

**Disposition:** Destroy when replaced by two subsequent reports.

**DispAuthNo:** NN-171-129, item 2c

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061204 Washington, D.C. Retail Price Schedule****Description:**

**Disposition:** Destroy when 5 years old except for February schedules. Destroy February schedules when 10 years old.

**DispAuthNo:** NN-171-129, item 3

---

**A061205 Survey of Territories**

**Description:** Correspondence, retail price schedules, index and price ratios, worksheets, and cost of living questionnaires.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NN-3244, item 5

---

**A061206 Allowance Record****Description:**

**Disposition:** Retain.

**DispAuthNo:** II-NN-3244, Item 6

---

**A061207 Quarters Costs Records**

**Description:** SF-1190, Foreign Allowance Application Grant and Report, and related worksheets.

**Disposition:** Destroy upon receipt of new annual form.

**DispAuthNo:** NN-171-129, item 4

---

**A061208a Standardized Regulations File**

**Description:** Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes.

a. Record copy of each printed change.

**Disposition:** Permanent. Transfer to National Archives in 5-year blocks when 10 years old.

**DispAuthNo:** NC1-59-80-2, item 1a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061208b Standardized Regulations File**

**Description:** Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes.

b. Background material.

**Disposition:** Destroy when 25 years old.

**DispAuthNo:** NC1-59-80-2, item 1b

---

**A061209 Education Allowance Recommendations**

**Description:** Consists of copies of allowance recommendations, initial and subsequent annual questionnaires, evaluation worksheets, reports and correspondence with foreign posts, information copies of outgoing instructions on classification and reclassification of education allowance rates, record copies of memorandums interpreting regulations on educational allowance.

**Disposition:** Retire to RSC after 7 years. Destroy when 12 years old.

**DispAuthNo:** NN-171-129, item 5

---

**A061210 Application for Grant of Educational Allowance**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-129, item 6

---

**A061211 Differential Post File**

**Description:** Consists of Differential Questionnaire, correspondence concerning rates, copies of current and rescinded Post Reports.

**Disposition:** Retire to RSC after 7 years. Destroy when 12 years old.

**DispAuthNo:** NN-171-129, item 7

---

**A061212 Unhealthful Post File**

**Description:**

**Disposition:** Retire to RSC after 7 years. Destroy when 12 years old.

**DispAuthNo:** NN-171-129, item 8

---

---

**Chapter 06: Bureau of Administration Records**

---

**Authentications****A061401 Authentication Requests**

**Description:** Consist of letters from private individuals, organizations, and foreign governments requesting authentication of documents.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-87-2, item 1

---

**A061402 Undeliverable Cases**

**Description:** Authenticated documents, request for fees, checks, money orders and letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, original and copies of transcripts and diplomas. Material has been returned as undeliverable, no follow up by requestor.

**Disposition:** Destroy 1 year from day document was returned as undeliverable.

**DispAuthNo:** N1-59-87-2, item 2

---

**A061403 Copies of SF-219, Certificate of Deposit**

**Description:** Office copies of original sent to FMP for processing.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-87-2, item 3

---

**A061404 Precedent Cases**

**Description:** Background material, concerning the Amendatory Act approved September 15, 1789 designating the Secretary of State, to authenticate using the seal of office. Also includes policies, procedures and precedent uses of the seal.

**Disposition:** Retire to RSC when 5 years old. Retain for 25 years.

**DispAuthNo:** N1-59-87-2, item 4

---

**A061405 Boycott Requests**

**Description:** Requests which violate the Export Administrative Act of 1979.

**Disposition:** Destroy when 7 years old.

**DispAuthNo:** N1-59-87-2, item 5

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061406 Monthly Reports**

**Description:** Record of total number of documents authenticated each month, customers who have received over the counter and mail service each month and fees. Also indicates total number of documents received by mail.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-59-87-2, item 6

---

**A061407 Apostilles**

**Description:** Consists of a certificate issued by the Authentication Office for documents that are destined for use in 33 countries as specified in the Treaty Abolishing requirements of Legislation for Foreign Public Documents which became effective October 15, 1981. Article 7 of the treaty indicates that a register or card index must be kept. In addition a copy of the actual Apostille is maintained.

**Disposition:** Cut off at the end of 5 years and retire to the Records Service Center. Transfer to WNRC when 7 years old. Destroy when 20 years old.

**DispAuthNo:** N1-59-91-23, item 1

---

**A061408 Record of Fees**

**Description:** Documents that indicate the name of the person or company requesting authentication services, number of documents, check number, amount of money deposited and whether a check or money order was used (Form DS-1759).

**Disposition:** Destroy after GAO audit or when 5 years old, whichever is sooner.

**DispAuthNo:** N1-59-91-23, item 2

---

---

**Chapter 06: Bureau of Administration Records**

---

**Freedom of Information Act and Privacy Act****A061501 Information and Privacy Coordinator - Program Files - Arranged by TAGS and Terms**

**Description:** Congressional correspondence, public correspondence, memorandums, reports, telegrams, and other documentation on requests for access to Department information under various current and previous acts, orders, and amendments covering appeals, classification review, commissions, Congress, Department's Central Foreign Policy File, depositions, discovery requests, embassies, Ethics in Government Act, Executive Order 12356, Executive Order 12958, foreign governments, Foreign Relations of the United States, Freedom of Information Act, General Accounting Office, Information Security Oversight Office, Inspector General, international organizations, law suites, Legal Adviser's Office, legislation, litigation, Mandatory Review, manuscript review, National Archives, Office of Management and Budget, other agencies, plans, policies, Privacy Act, procedures, programs, records centers, subpoenas, weekly activity reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

**Disposition:** Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 6 years old.

**DispAuthNo:** N1-59-95-4, item 23

---

**A061502a(1) Request Files - FOIA**

**Description:** Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested records or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting Access to all the requested records.

**Disposition:** Destroy 2 years after date of reply.

**DispAuthNo:** GRS 14, item 11a(1)

---



---

**Chapter 06: Bureau of Administration Records**

---

**A061502a(2)(  
a) Request Files - FOIA**

**Description:** Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

**Disposition:** Destroy 2 years after date of reply.

**DispAuthNo:** GRS 14, item 11a(2)(a)

---

**A061502a(2)(  
b) Request Files - FOIA**

**Description:** Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(b) Request appealed.

**Disposition:** Destroy as authorized under item 070503.

**DispAuthNo:** GRS 14, item 11a(2)(b)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061502a(3)(a) Request Files - FOIA**

**Description:** Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

**Disposition:** Destroy 6 years after date of reply.

**DispAuthNo:** GRS 14, item 11a(3)(a)

---

**A061502a(3)(b) Request Files - FOIA**

**Description:** Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records appealed.

(b) Request appealed.

**Disposition:** Destroy as authorized under item 070503.

**DispAuthNo:** GRS 14, item 11a(3)(b)

---

**A061502b Request Files - FOIA**

**Description:** Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

b. Official file copy of requested records.

**Disposition:** Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.

**DispAuthNo:** GRS 14, item 11b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061503a FOIA Appeals Files**

**Description:** Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein).

**Disposition:** Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

**DispAuthNo:** GRS 14, item 12a

---

**A061503b FOIA Appeals Files**

**Description:** Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

b. Official file copy of records under appeal.

**Disposition:** Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.

**DispAuthNo:** GRS 14, item 12b

---

**A061504a FOIA Control Files**

**Description:** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

a. Registers or listing.

**Disposition:** Destroy 6 years after date of last entry.

**DispAuthNo:** GRS 14, item 13a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061504b FOIA Control Files**

**Description:** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

b. Other files.

**Disposition:** Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.

**DispAuthNo:** GRS 14, item 13b

---

**A061505 FOIA Reports Files**

**Description:** Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, excluding annual reports to the Congress at the departmental or agency level.

**Disposition:** Destroy when 2 years old or sooner if no longer needed for administrative use.

**DispAuthNo:** GRS 14, item 14

---

**A061506 FOIA Administrative Files**

**Description:** Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

**Disposition:** Destroy when 2 years old or sooner if no longer needed for administrative use.

**DispAuthNo:** GRS 14, item 15

---

**A061507a(1) Privacy Act Request Files**

**Description:** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

**Disposition:** Destroy 2 years after date of reply.

**DispAuthNo:** GRS 14, item 21a(1)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061507a(2)(  
a) Privacy Act Request Files**

**Description:** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests not appealed.

**Disposition:** Destroy 2 years after date of reply.

**DispAuthNo:** GRS 14, item 21a(2)(a)

---

**A061507a(3)(  
a) Privacy Act Request Files**

**Description:** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(a) Requests not appealed.

**Disposition:** Destroy 5 years after date of reply.

**DispAuthNo:** GRS 14, item 21a(3)(a)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061507a(3)(b) Privacy Act Request Files**

**Description:** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(b) Requests appealed.

**Disposition:** Destroy as authorized under item 070508.

**DispAuthNo:** GRS 14, item 21a(3)(b)

---

**A061507b Privacy Act Request Files**

**Description:** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

b. Official file copy of requested records.

**Disposition:** Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.

**DispAuthNo:** GRS 14, item 21b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061508a Privacy Act Amendment Case Files**

**Description:** Files relating to and individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Include individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.

**Disposition:** Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

**DispAuthNo:** GRS 14, item 22a

---

**A061508b Privacy Act Amendment Case Files**

**Description:** Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials

**Disposition:** Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.

**DispAuthNo:** GRS 14, item 22b

---

**A061508c Privacy Act Amendment Case Files**

**Description:** Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

**Disposition:** Dispose of in accordance with the approved disposition instructions for related subject individual's records or 3 years after final adjudication by courts, whichever is later.

**DispAuthNo:** GRS 14, item 22c

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061509 Privacy Act Accounting of Disclosure Files**

**Description:** Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

**Disposition:** Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.

**DispAuthNo:** GRS 14, item 23

---

**A061510a Privacy Act Control Files**

**Description:** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

a. Registers or listings.

**Disposition:** Destroy 5 years after date of last entry.

**DispAuthNo:** GRS 14, item 24a

---

**A061510b Privacy Act Control Files**

**Description:** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

b. Other files.

**Disposition:** Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.

**DispAuthNo:** GRS 14, item 24b

---

**A061511 Privacy Act Reports Files**

**Description:** Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 14, item 25

---



---

**Chapter 06: Bureau of Administration Records**

---

**A061512 Privacy Act General Administrative Files**

**Description:** Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

**Disposition:** Destroy when 2 years old or sooner if no longer needed for administrative use.

**DispAuthNo:** GRS 14, item 26

---

**A061513a(1) Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(1) Granting access to all the requested records.

**Disposition:** Destroy 2 years after date of reply.

**DispAuthNo:** GRS 14, item 31(a)(1)

---

**A061513a(2)(a) Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

**Disposition:** Destroy 2 years after date of reply.

**DispAuthNo:** GRS 14, item 31a(2)(a)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061513a(2)(b) Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of the requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(b) Request appealed.

**Disposition:** Destroy as authorized under item 070514.

**DispAuthNo:** GRS 14, item 31a(2)(b)

---

**A061513a(3)(a) Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

**Disposition:** Destroy 5 years after date of reply.

**DispAuthNo:** GRS 14, item 31a(3)(a)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061513a(3)(b) Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(3) Denying access to all or part of the records requested.

(b) Request appealed.

**Disposition:** Destroy as authorized under item 070514.

**DispAuthNo:** GRS 14, item 31a(3)(b)

---

**A061513b Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

b. Official file copy of requested records.

**Disposition:** Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later.

**DispAuthNo:** GRS 14, item 31b

---

**A061513c Mandatory Review for Declassification Requests Files**

**Description:** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

c. Sanitizing instructions.

**Disposition:** Destroy when superseded or when requested documents are declassified or destroyed.

**DispAuthNo:** GRS 14, item 31c

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061514a Mandatory Review for Declassification Appeals Files**

**Description:** Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12958 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

- a. Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).

**Disposition:** Destroy 4 years after final determination by agency.

**DispAuthNo:** GRS 14, item 32a

---

**A061514b Mandatory Review for Declassification Appeals Files**

**Description:** Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12958 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

- b. Official file copy of records under appeal.

**Disposition:** Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.

**DispAuthNo:** GRS 14, item 32b

---

**A061515a Mandatory Review for Declassification Control Files**

**Description:** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

- a. Register or listing.

**Disposition:** Destroy 5 years after date.

**DispAuthNo:** GRS 14, item 33a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061515b Mandatory Review for Declassification Control Files**

**Description:** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

b. Other files.

**Disposition:** Destroy 5 years after final action by the agency.

**DispAuthNo:** GRS 14, item 33b

---

**A061516 Mandatory Review for Declassification Reports Files**

**Description:** Reports relating to agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including annual reports submitted to the Information Security Oversight Office.

**Disposition:** Destroy when 2 years old or sooner if no longer needed for administrative use.

**DispAuthNo:** GRS 14, item 34

---

**A061517 Mandatory Review for Declassification Administrative Files**

**Description:** Records relating to the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda, correspondence, and related records.

**Disposition:** Destroy when 2 years old or sooner if no longer needed for administrative use.

**DispAuthNo:** GRS 14, item 35

---

**A061518a Erroneous Release Files**

**Description:** Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.

a. Files that include the official file copy of the released records.

**Disposition:** Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.

**DispAuthNo:** GRS 14, item 36a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061518b Erroneous Release Files**

**Description:** Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.

b. Files that do not include the official file copy of the released records.

**Disposition:** Destroy 6 years after the erroneous release.

**DispAuthNo:** GRS 14, item 36b

---

**A061519 Special Collections**

**Description:** Unique case files containing copies of records and original materials collected in response to FOIA and Privacy Act request, investigations by Congress and special prosecutors, and major court cases. Records have been retrieved from a variety of file sources. Collections may also result from investigation of alleged or known abuse, fraud, irregularities, violations of law or regulations. Documentation on search strategies may also be included.

**Disposition:** Permanent. Retire to RSC upon determination of Director IM/IPS. Retire to WNRC 5 years later. Transfer to the National Archives when material in collection is 30 years old.

**DispAuthNo:** N1-59-92-10, item 1

---

**A061520 Researchers - Security Clearance Files**

**Description:** Correspondence, memorandums, Certificate of Security Authorization for Access (DS-1897), Certificate of Security Clearance for Access (M-211), Request for Biographic Data (OF-184), Retirement of Records (DS-693), and other documentation on individual researchers security clearance needed to search the Department's classified Central Foreign Policy File covering access, authorizations, classified information, clearances, Diplomatic Security (DS), Executive Order 12958, security regulations, researchers (former Secretaries of State, or their designees, ambassadors, and employees; and historians (PA/HO), professors, and scholars), and other related subjects.

**Disposition:** Destroy 6 years after period of last research.

**DispAuthNo:** N1-59-95-4, item 24

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061521 Foreign Relations of the United States (FRUS) Record Files**

**Description:** Files created in reviewing compilations submitted for declassification and publication in the series Foreign Relations of the United States consisting of documents submitted for review, memorandums, memorandums recording declassification determinations, computer printout recording the review information created on each document, and correspondence concerning the final declassification determinations for each document, and copies of documents cleared for release in excised form. Each FRUS compilation is arranged by series, volume number, and title.

Compilations that have been reviewed and cleared for publication.

**Disposition:** Retire to RSC 6 months after publication. Destroy 4 years after publication.

**DispAuthNo:** N1-59-93-14, item 1

---

**A061522 Guidelines for Systematic Review of Records**

**Description:** These guidelines are used to systematically review classified national security information to determine if the information can be declassified.

The guidelines cover Department of State information found in blocks of files for which the Department has declassification authority.

The guidelines are arranged by geographic region or global issue heading. Files include a copy of the original guidelines and all subsequent modifications.

**Disposition:** Permanent. Retire record set to RSC when no longer needed for transfer to WNRC. Transfer to the National Archives 15 years after transfer of related block of records to the National Archives.

**DispAuthNo:** N1-59-96-3, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**Central Foreign Policy File****A061601a Systems File - State Archiving System - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

a. Program Management Files.

**Disposition:** Cut off at end of calendar year. Retire 1 year after documentation is no longer needed or when main system or subsystem is no longer used. Destroy when 5 years old.

**DispAuthNo:** N1-59-95-4, item 26a

---

**A061601b Systems File - State Archiving System - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

b. Routine Services Files.

**Disposition:** Cut off at end of calendar year. Retire to RSC when 2 years old. Destroy when 4 years old.

**DispAuthNo:** N1-59-95-4, item 26b

---

**A061602a AVOCON (AV) System**

**Description:** This Automated Vocabulary Control system builds master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

a. Organization List. This list contains the names of organizations, and their abbreviations or acronyms found in documents being indexed.

**Disposition:** Disposable. Destroy when active Department use ceases.

**DispAuthNo:** NC1-59-83-4, item 3

---



---

**Chapter 06: Bureau of Administration Records**

---

**A061602b AVOCON (AV) System**

**Description:** This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

b. Personality List. This list contains the names and titles of persons found in documents being indexed.

**Disposition:** Disposable. Destroy when active Department use ceases.

**DispAuthNo:** NC1-59-83-4, item 4

---

**A061602c AVOCON (AV) System**

**Description:** This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

c. Thesaurus List. This list contains standard subject concepts (terms) used to identify the main theme of documents being indexed. It also includes cross references to broader terms, related terms, narrower terms, and synonyms (Key Word Out of Context (KWOC)).

**Disposition:** Disposable. Destroy when active Department use ceases.

**DispAuthNo:** NC1-59-83-4, item 5

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603a(1)(a) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Index to the Central Foreign Policy Files, 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(a) Originals.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks.

**DispAuthNo:** NC1-59-80-17, item 2

---

**A061603a(1)(b) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Indexes to the Central Foreign Policy File 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(b) Microfilm.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks.

**DispAuthNo:** NC1-59-80-17, item 2

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603a(1)(c) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Indexes to the Central Foreign Policy File 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(c) Paper Files.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks or sooner if negotiated with NARA.

**DispAuthNo:** NC1-59-80-17, item 1

---

**A061603b(1) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(1) Microfilm - Positive and Negative Copies

**Disposition:** Permanent. Transfer to the National Archives when 30 years old.

**DispAuthNo:** NN-173-304, item 1a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(2)(a) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Affairs File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(2) Paper records.

(a) That have been filmed.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NN-173-304, item 1b(2)

---

**A061603b(2)(b) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(2) Paper records.

(b) Oversized Enclosures, 1973-Present. Arranged by name of post or by covering document number. These records are not microfilmed at the time of receipt.

**Disposition:** Permanent. Transfer to WNRC at the end of the calendar year. Transfer to the National Archives when 30 years old or with the Automated Documents System film whichever is sooner.

**DispAuthNo:** N1-59-92-16, item 1

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(3)(a) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airmails, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

b. Post-1973 Files.

(3) Intrinsic Documents. Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

>Exhibit value: Impact of the original, or significant event, issue, or person.

>Aesthetic and Artistic value: Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).

>Unique feature value: Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.

>Authenticity value: By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.

>Form value: Unique physical form or features, or evidence of technological development.

>Age value: Scarcity.

Informational characteristics and qualities:

>Public interest value Famous or historical events, issues, people, places, or things.

>Value of Government actions Relating to the Department's: establishment, founding,

***Chapter 06: Bureau of Administration Records***

---

acquiring or losing functions, or legal basis for continuing.

>Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

>---> Contact IPS/CR for guidance on intrinsic documents.

(a) Originals.

**Disposition:** Permanent. Retire to RSC when there is a full records box for transfer to WNRC.  
Transfer to the National Archives when latest record in box is 30 years old.

**DispAuthNo:** N1-59-95-4, item 27a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(3)(b) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airmails, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

b. Post-1973 Files.

(3) Intrinsic Documents. Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

>Exhibit value: Impact of the original, or significant event, issue, or person.

>Aesthetic and Artistic value: Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).

>Unique feature value: Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.

>Authenticity value: By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.

>Form value: Unique physical form or features, or evidence of technological development.

>Age value: Scarcity.

Informational characteristics and qualities:

>Public interest value Famous or historical events, issues, people, places, or things.

>Value of Government actions Relating to the Department's: establishment, founding,

---

**Chapter 06: Bureau of Administration Records**

---

acquiring or losing functions, or legal basis for continuing.

>Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

>---> Contact IPS/CR for guidance on intrinsic documents.

(b) Microfilm.

**Disposition:** Permanent. Transfer to the National Archives along with related records when 30 years old.

**DispAuthNo:** N1-59-95-4, item 27b

---

**A061603b(4) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(4) FAIS Main Text File. This text file contains the digitally stored texts of telegrams sent between the Department and its diplomatic posts since July 1, 1973. The most recent texts are stored on line and older texts are stored on magnetic tapes. In addition to the text of a telegram, each FAIS record contains a formatted section that includes: (AD) Addresses, (CL) Classification, (DO) Date or Origin, (MR) the Message Reference number, (OR) Originator, (SP) Subject Personality line, (ST) Subject code TAGS, and Title line. These formatted fields comprise part of a citation.

**Disposition:** Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARA.

**DispAuthNo:** NC1-59-83-4, item 10

---



---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(5)(  
a) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airmgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(a) Text Index Files. This index file is used to locate the FAIS logical record and physical record containing a telegram's text. Data includes the: (CL) classification, (MR) telegram message reference number, (PD) date the telegram entered the system, and (RL) a pointer to the related telegram text in the FAIS Main Text File.

**Disposition:** Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with related Telegram Text File records.

**DispAuthNo:** NC1-59-83-4, item 11a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(5)(  
b) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(b) FAIS Citation File. This file contains citations stored on-line in the FAIS. Each citation consists of terms or items abstracted from a single document. The terms or items are abstracted by an Indexer or automatically by the FAIS. The terms and items are then used to search for and locate: either the (MR) message reference number to view the text of an on-line telegram; or the (AN) accession number to view the text of an off-line document stored on microfilm.

Each citation contains the following document identification information: (AD) Addresses, (AN) microfilm Accession Number (reel & frame number), (BA) Bibliographic Analyst, (CL) Classification, (DO) Date of Origin, (EN) Enclosures, (IA) Index Analyst, (MR) Message Reference number (for airgrams & telegrams), (OR) the Originating office, (PD) Posting date, (PG) number of Pages, (RL) Record Locator number, (SC) Subject Concepts, (SO) Subject Organization, (SP) Subject Personality, (ST) Subject TAGS, (TI) Title, and (TP) Type of document [(AI) Airgram, (CC) Congressional Correspondence, (DN) Diplomatic Note, (GC) General Correspondence, (IR) Intelligence Report, (ME) Memorandum, (MC) Memorandum of Conversation, (OM) Operation Memorandum, & (TE) Telegram].

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually when Telegram Text File records are transferred.

**DispAuthNo:** NC1-59-83-4, item 11b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(5)(c) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(c) Citation Index File. This index file is used to locate the FAIS logical record and physical record containing the citation's record. It contains a pointer to the record locator file number found in the first data field of each citation record, by which the computer identifies specific citations.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually with related Document - Citation File.

**DispAuthNo:** NC1-59-83-4, item 11c

---

**A061603b(5)(d) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(d) Postings File. This index file contains a listing of all subject terms provided in the Thesaurus Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

**DispAuthNo:** NC1-59-83-4, item 11f

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(5)(  
e) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in this handbook).

b. Post-1973 Files.

(5) FAIS Index File.

(e) Organization File. This Contains a listing of all organizations, including appropriate abbreviations and acronyms, provided in the organization Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

**DispAuthNo:** NC1-59-83-4, item 11g

---

**A061603b(5)(  
f) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(f) Personalities File. Contains a listing of all names and titles of persons provided in the Personalities Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

**DispAuthNo:** NC1-59-83-4, item 11h

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(5)(g) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(g) Date Range File. This index file contains pointers to the (DO) date of origin data field in the FAIS Document Citations Index File records. It allows searches of the system by date, in which all documents within a specified date range can be identified.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

**DispAuthNo:** NC1-59-83-4, item 11e

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061603b(5)(h) Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in this handbook).

b. Post-1973 Files.

(5) FAIS Index File.

(h) Posting File. This index file contains an alphabetical listing of all terms used to index documents in the FAIS. For each listing, data includes the term, how it was used (e.g.: as (AD) addressee, (OR) originator, (SC) subject concept, etc.), and the number of times the term was used in that way. The file is used in the search process to help identify terms for search statements.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

**DispAuthNo:** NC1-59-83-4, item 11d

---

**A061603c Department of State - Central Foreign Policy File**

**Description:** This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the Records Disposition Schedules).

c. Thesaurus and Related Background Documents.

**Disposition:** Permanent. A master record set of each new issuance of the Thesaurus and related documentation is to be retained in OIS. Another set, along with related documents, is to be offered to the Archives.

**DispAuthNo:** NC 59 75 17, item 7

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061604a Telegram Indexing Files**

**Description:** Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects.

- a. Automated Document System - Daily Reports - 38 DTD report, 89 DTD report, and 91 DTD.

**Disposition:** Destroy when report is updated by the system or when no longer needed.

**DispAuthNo:** N1-59-95-4, item 31a

---

**A061604b Telegram Indexing Files**

**Description:** Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects.

- b. All other items.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 31b

---

**A061605a Written Communications Files**

**Description:** Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects.

- a. Automated Document System. Daily Reports - 38 DTD report, and 89 DTD report.

**Disposition:** Destroy when report is updated by the system or when no longer needed.

**DispAuthNo:** N1-59-95-4, item 32a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061605b Written Communications Files**

**Description:** Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects.

b. All other items.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 32b

---

**A061606 Public Opinion Mail Files**

**Description:** Correspondence from the public; both domestic and foreign; addressed to the President, the White House, the Secretary of State, and Department of State; on foreign affairs matters; sent to the Department for reply or public opinion trend analysis covering anonymous letters, comments, observations, opinions, opposition, petitions, remarks, suggestions, support, and other related subjects.

NOTE: This item does not cover correspondence relating to official business, individual assistance, Department services, or activities.

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** NC1-59-76-11

---



---

**Chapter 06: Bureau of Administration Records**

---

**Multi-Media Publishing Services****A061701 Publishing and Reproduction Program - Subject Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, and other documentation on publishing services covering binding, Department Notices, designing, distribution, editing, equipment, functions, GAO regulations, graphics, Inspector General, Joint Committee on Printing, legislation, policies, printing, procurement, production, projects, program management, publishing, recycling program, reports, reproduction, standards, support services, typesetting, vendors, weekly activity reports, White House trip books, Working Capital Fund, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy 3 years after cut off date.

**DispAuthNo:** N1-59-95-4, item 28

---

**A061702 Distribution Files**

**Description:** Numbered and unnumbered case files containing distribution lists and related correspondence, card indexes to the publications containing summary distribution data, and Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R).

**Disposition:** Destroy when form or publication for which the record was created is obsolete or superseded.

**DispAuthNo:** NN-171-142, item 11

---

**A061703 Editorial Files**

**Description:** Memorandums, telegrams, DS-5R (Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher) and other documents on editorial services covering collating, compiling, composition, consulting, copy preparation, editing, design layout, GPO Style Manual, indexing, job tracking sheets, Key Officers, manuscripts, proofing, review, Telephone Directory, and other related subjects.

**Disposition:** Printer to return all material to the Requesting Office. Requesting Office to destroy 1 year after completion of job.

**DispAuthNo:** GRS-13, item 2a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061704 Graphics Files**

**Description:** Memorandums, Project Request (DS-1141), DS-5R (Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher), Customer Service Center Tracking Sheet, and other documents on graphics services covering art work, camera ready art, certifies, charts, designs, exhibits, graphics, Graphics Standard Handbook, graphs, illustrations, layouts, mastheads, offset lithographic plates, planning, screened paper prints, slides, view graphs, weekly activity reports, and other related subjects.

**Disposition:** Return all material to the Requesting Office. Requesting Office to destroy 1 year after use or when no longer needed.

**DispAuthNo:** GRS 21, items 5 thru 8

---

**A061705 Printing - Negatives, Plates, and related Material**

**Description:** Negatives and plates created in order to print a job, related art work, galley and page proofs, original documents used to make the negative and plates, instructions and correspondence to the printer; and a copy of the Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R).

**Disposition:** Printer to return all material to the Requesting Office. Requesting Office to destroy 1 year after completion of job.

**DispAuthNo:** GRS 13, item 2a

---

**A061706 DS-5R - White Copy File**

**Description:** Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R) working copy (white).

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** NN-171-142, item 9

---

**A061707 Printing - Procurement Files**

**Description:** Copies of Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R); and invoices, requisition, specifications, and related correspondence.

**Disposition:** Destroy 3 years after completion or cancellation of requisition.

**DispAuthNo:** GRS 3, item 6a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061708a Printing & Binding Files**

**Description:** a. Treaty Series. Treaties and other International Agreements Series (TIAS),  
Treaties In Force (TIF), and United States Treaties (UST).

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** NN-171-142, item 5a

---

**A061708b Printing & Binding Files**

**Description:** b. All other records.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-142, item 5b

---

**A061709 Publications Files**

**Description:** Copies of contracts, requisitions, purchase orders, invoices and related  
correspondence.

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(2)

---

**A061710a Report Files**

**Description:** a. Equipment Reports. Annual Inventory of Field Plant; Annual Plant Report; Report  
on Stored Equipment; reports on printing, processing, and distribution equipment; and  
reports to the Joint Committee on Printing.

**Disposition:** Destroy when 3 years old, except retain in agency as long as needed reports used for  
accounting purposes.

**DispAuthNo:** NC1-59-80-9, item 1

---

**A061710b Report Files**

**Description:** b. Production Reports. Daily plant and press production reports, short order station  
reports, monthly and weekly production reports, and Reproduction Equipment Card.

**Disposition:** Destroy when 2 years old, or after completion of regular Departmental inspection audit

**DispAuthNo:** NC1-59-80-9, item 2

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061710c Report Files**

**Description:** c. Service Reports. Copies of inspection report, inventory reports, invoices, maintenance, purchase orders, receiving, rentals, requisitions, supplies, and usage reports.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-142, item 10

---

**A061711 Working Capital Fund - Billing Files**

**Description:** Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R).

**Disposition:** Destroy 1 year after completion of job.

**DispAuthNo:** GRS 13, item 2a

---

**A061712a Post Reports**

**Description:** Each embassy prepares a Post Report (booklet) that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information to Department personnel. Post Reports cover information on: the host country (area, climate, commerce, communications, conditions (local inadequacies and hardships), customs pertinent to social behavior, education, employment, geography, health, medicine, population, public institutions, and transportation); the American Embassy (administrative policies and procedures, clothing, commissary privileges, education, food, housing, official functions, recreation); and notes for travelers (currency, customs, duties, exchange, firearms, holidays (local), recommended reading, travel procedures to follow, taxes, and weights). There are also exhibits and photographs of typical scenes.

a. Master Set.

**Disposition:** Permanent. Retire to RSC after update for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-96-17, item 1a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061712b Post Reports**

**Description:** Each embassy prepares a Post Report (booklet) that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information to Department personnel. Post Reports cover information on: the host country (area, climate, commerce, communications, conditions (local inadequacies and hardships), customs pertinent to social behavior, education, employment, geography, health, medicine, population, public institutions, and transportation); the American Embassy (administrative policies and procedures, clothing, commissary privileges, education, food, housing, official functions, recreation); and notes for travelers (currency, customs, duties, exchange, firearms, holidays (local), recommended reading, travel procedures to follow, taxes, and weights). There are also exhibits and photographs of typical scenes.

b. All Other Copies.

**Disposition:** Destroy when updated or when no longer needed.

**DispAuthNo:** N1-59-96-17, item 1b

---

**A061713 Key Officers of Foreign Service Posts Publication**

**Description:** A guide for American business representatives that lists key officers at all Foreign Service posts with whom the representative would likely contact. All embassies, consulates general, consulates, and missions are listed.

**Disposition:** Destroy when updated or no longer needed.

**DispAuthNo:** N1-59-96-17, item 2

---

---

**Chapter 06: Bureau of Administration Records**

---

**Directives Management****A061801a Regulatory and Procedural Issuances**

**Description:** Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

a. One complete master set of each series of issuances, including handbooks, manuals, and organization charts.

**Disposition:** Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

**DispAuthNo:** N1-59-95-4, item 29a

---

**A061801b Regulatory and Procedural Issuances**

**Description:** Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

b. Extra copies.

**Disposition:** Destroy when superseded or when no longer needed for reference or distribution purposes.

**DispAuthNo:** N1-59-95-4, item 29b

---

**A061801c Regulatory and Procedural Issuances**

**Description:** Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

c. Background and docket (log) files, consisting of docket sheets, draft issuances and related clearance memoranda and forms.

**Disposition:** Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

**DispAuthNo:** N1-59-95-4, item 29c

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061802 Regulations and Notices Published in the Federal Register**

**Description:** Background or docket cases, containing drafts, memoranda pertaining to the submission, clearance and approval of Departmental regulations and Public Notices to be published in the Federal Register.

**Disposition:** Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

**DispAuthNo:** NC-59-75-14, item 2

---

**A061803 Policy and Procedure Files**

**Description:** Includes guidelines and procedures relating to directives, forms, correspondence and reports.

**Disposition:** Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

**DispAuthNo:** NC-59-75-14, item 3

---

**A061804 Distribution Lists for Issuances**

**Description:** Lists showing number of issuances distributed to Departmental units and Foreign Service posts.

**Disposition:** Destroy when superseded or obsolete.

**DispAuthNo:** NC-59-75-14, item 4

---

**A061805 Publication Projects Files**

**Description:** Correspondence, memoranda, reports and other papers on such projects as the U.S. Government Organization Manual, Congressional Directory, delegations of authority by Executive Order, Reports to Congress, etc.

**Disposition:** Destroy when publications reissued.

**DispAuthNo:** NC-59-75-14, item 8

---

**A061806 Reporting Files**

**Description:** Case files on recurring administrative, interagency and Congressional reports.

**Disposition:** Destroy 2 years after report is discontinued.

**DispAuthNo:** NC-59-75-14, item 9

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061807a Forms Control Files**

**Description:** Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.

- a. One copy of each form and form letter with related memoranda on establishment or discontinuance.

**Disposition:** Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

**DispAuthNo:** NC-59-75-14, item 10a

---

**A061807b Forms Control Files**

**Description:** Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.

- b. Reproduction plates and mats.

**Disposition:** Destroy when related form is changed or discontinued.

**DispAuthNo:** NC-59-75-14, item 10b

---



---

**Chapter 06: Bureau of Administration Records**

---

**Library****A061901a Library Program Subject Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

a. Historically Significant Topics.

**Disposition:** Cut off at end of each calendar year. Retain in Library until obsolete or no longer needed for reference use.

**DispAuthNo:** N1-59-95-4, item 30a

---

**A061901b Library Program Subject Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

b. Other Subject Files.

**Disposition:** Cut off at end of each calendar year. Destroy 3 years after cut off date.

**DispAuthNo:** N1-59-95-4, item 30b

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061902a Procurement Files**

**Description:** Contracts, correspondence, purchase orders, requisitions, and other documentation on purchase orders covering administration, award, books, inspection, receipt, payment, periodicals, procurement, publishers, vendors, requisitions (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services (OF-263)), and other related subjects.

a. Vendor File. Correspondence with publishers regarding the procurement of books, periodicals, etc.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-80-21, item 3

---

**A061902b Procurement Files**

**Description:** Contracts, correspondence, purchase orders, requisitions, and other documentation on purchase orders covering administration, award, books, inspection, receipt, payment, periodicals, procurement, publishers, vendors, requisitions (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services (OF-263)), and other related subjects.

b. Chronological Files. Arrange by Purchase Order Number.

**Disposition:** Destroy when one year old or when no longer needed.

**DispAuthNo:** Nonrecord

---

**A061902c(1) Procurement Files**

**Description:** c. Publications Procurement Files.

(1) General correspondence with organizational elements of the Department regarding purchase of books, periodicals, etc.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-132, item 4a

---

**A061902c(2) Procurement Files**

**Description:** c. Publications Procurement Files.

(2) Contracts, requisitions, purchase orders and related papers pertaining to award, administration, receipt, inspection and payment.

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3(a)(2)

---

---

**Chapter 06: Bureau of Administration Records**

---

**A061902d(1) Procurement Files**

**Description:** d. Post Files.

(1) Foreign Publications. Correspondence with posts requesting them to acquire certain foreign publications with related invoices, vouchers, etc.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-132, item 5

---

**A061902d(2) Procurement Files**

**Description:** d. Post Files.

(2) Library Service. Correspondence with posts regarding post requests for publications including related requisitions.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-171-132, item 6

---

---

**Chapter 06: Bureau of Administration Records**

---

**Records Management****A062001 Information and Records Resources Program - Subject Files**

**Description:** Correspondence, memorandums, and other related documentation on information and records resources covering indexing, initial distribution of Department correspondence, information and records research, records policies and management, records center, and microrecords.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC-59-75-17, item 6

---

**A062002 Records Management Subject Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, reports, studies, forms, and other documentation on records policies and management in the Department, field offices, and posts covering Authorization for the Removal of Personal Papers and Non-record Materials (DS-1904), classified information, consultations, electronic records, E-mail policy, fax policies, Inspector General reports, litigation, microrecords, Posts Reports, procedures, records maintenance and disposition, Records Management Handbook, Request for Records Disposition Authority (SF-115), Request to Transfer, Approval, and Receipt of Records to NARA (SF-258), Retirement of Records (DS-693B), security surveys, training, travel, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 6 years old.

**DispAuthNo:** N1-59-95-4, item 34a

---

**A062003a Records Management Post Files**

**Description:** Consists of correspondence with posts regarding records matters; memorandums and DS-693Bs transmitting shipments of retired records; copies of post security survey reports; Records Management survey reports; action and information telegrams; and other related documents.

a. Copies of post security survey reports.

**Disposition:** Destroy when superseded by more current report.

**DispAuthNo:** NC-59-75-17, item 9a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A062003b Records Management Post Files**

**Description:** Consists of correspondence with posts regarding records matters; memorandums and DS-693Bs transmitting shipments of retired records; copies of post security survey reports; Records Management survey reports; action and information telegrams; and other related documents.

b. All other records.

**Disposition:** Retire to RSC when 3 years old. Destroy when 6 years old.

**DispAuthNo:** GRS 16, item 11

---

**A062004 Records Disposition Files - Arranged by year, record group number, and NARA job number**

**Description:** Request for Authority to Dispose of Records (SF-115), Acknowledgement of Request for Action (NA-13084), copies of Retirement of Records (DS-693B), signed copies of memorandums of concurrence, correspondence, memorandums, and other documentation on the disposition of Departmental and post records.

**Disposition:** Destroy when related records are destroyed or when no longer needed for reference purposes.

**DispAuthNo:** GRS 16, item 2a

---

**A062005 Record - Destruction Notices Files**

**Description:** Retired Department records which are schedule for destruction by WNRC: Notice of Intent to Destroy (NA-13001) with date of notice, records disposal date, records description, accession number, disposal authority, volume, and location; Records Transmittal and Receipt (SF-135) with accession numbers, volume, box numbers, series description, disposal authority, disposal date, and location; memorandum of approval authorizing the destruction of the records signed by the office that created the records or its appropriate successor; and annotated correspondence and memorandums.

**Disposition:** Destroy when related records are destroyed or when no longer needed for reference purposes.

**DispAuthNo:** GRS 16, item 2a

---

---

**Chapter 06: Bureau of Administration Records**

---

**A062006 SF-135 Files - Record Transfers to WNRC or NPRC**

**Description:** Records Transmittal and Receipt (SF-135) with accession numbers, volume, box numbers, series description, disposal authority, disposal date, and location on records transferred to WNRC or the National Personal Records Center (NPRC) from RSC.

Copies of SF-135 used by the Department's Central Research Staff, the Records Service Center, and the Records Management Staff.

**Disposition:** Retain in Department. Destroy when no longer needed for reference.

**DispAuthNo:** NC- 59-75-17, item 4

---

**A062007 DS-693 Files - Retirement of Records**

**Description:** Master set of original DS-693s and DS-693Bs used by the Department's Central Records Research Staff to authoritatively determine the official status of all Department and posts records retired. The DS-693s and DS-693Bs are also annotated to document each change in the status of the records whenever the changes occur. The forms cover office/agency box numbers, RSC lot numbers and space numbers, WNRC accession numbers, NARA job numbers, volume, security classification, records control schedule number, recommendations for disposition, general description of records including inclusive dates, office/post box number, box number, lot number assigned, and box contents list.

**Disposition:** Permanent. Use in Department as a master finding aid for researchers and scholars. Transfer to NARA when no longer needed for reference.

**DispAuthNo:** NC-59-75-17, item 3

---

**A062008 Microimage Records Files**

**Description:** Correspondence, memorandums, and other documentation on microrecords covering cameras, equipment, film, filming, microfiche, microfilm, Microfilm Library, photocopiers, quality controls, reader-printers, supplies, and other related subjects.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 37

---